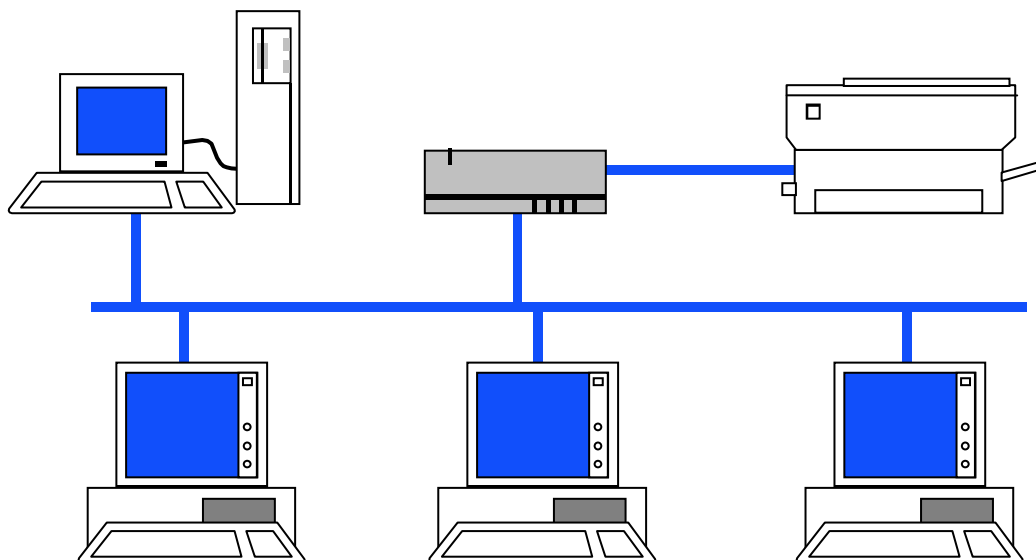




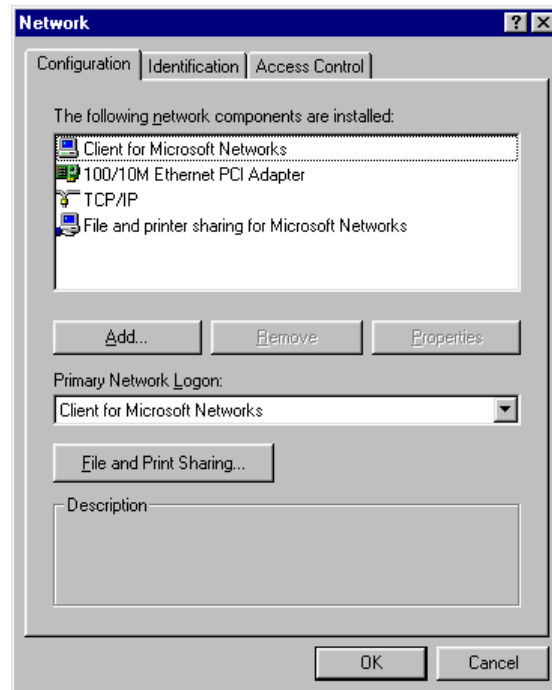
# Setting up Microsoft Mail for use in Local Area Networks



By Robert Foster

## Setting up your network

If you have set up your network correctly within Windows, your settings in Network Properties may well look like Fig 1.



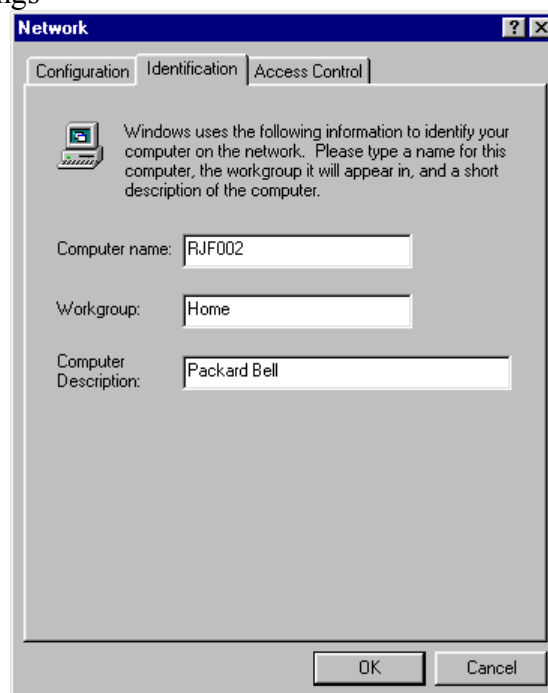
**Fig 1. Network Properties**

When you click on the “Identification” tab you will see the settings you made when the network card was installed.

See Figure 2 for Identification Settings

**Note:**

If the network card was in the machine when you installed windows, windows set up would have prompted you to complete the details in the Identification dialogue box.



**Fig 2. Identification Settings**

Each computer must have a unique name. I have used my initials followed by a unique sequential 3 digit number to identify each computer on the network at home.

In order to identify other computers on the network, every computer must have the same workgroup name assigned to it. This is so that they can recognise each other over the same network. The network I have assigned in this instance is “Home”.

## **File Sharing**

If like me, you have set up a network to save backups of files in case anything went wrong with your own machine you will realise how invaluable a network will be. If you spot the symptoms of a hard drive breaking down you can run a backup to save your personal files on another machine on the network, or even copy them to another computer as they are.

However, if you need to place data on another machine in the network it may well be that the recipient will not know it is there unless you tell them personally. Not only is that frustrating, anyone else on the network will be able to read the file too. This is not what you want if you are planning a surprise party for someone at home and they find out about it beforehand.

Alternatively you can use winpopup which is provided by Microsoft within all windows packages from 3.1 to Windows 98. This is all very well if the recipient also has their computer on and winpopup running to receive it. However, once you have discovered how limiting it is to send text only, what you need to do is send internal emails. Not only will you be able to send text, but also you will be able to send graphics, sounds charts and many diverse files. If you are using an old Windows 95 machine as your mailbox this will store mail and deliver it for you. All you need to know is how to set up a mailbox correctly. If you have not set up your Microsoft Mail Post Office, you need to do it now.

## **Windows 2000 and Microsoft Mail Postoffice**

Seeing as Windows 2000 no longer includes the feature to create/administer MS Mail Postoffice, you need to copy the files required from the Windows NT4 installation CD-ROM.

In the folder “I386” on the NT4 installation CD-ROM, locate the following files:

- WGPOADMN.DL\_
- WGPOCPL.CP\_

and copy them to the WINNT\SYSTEM32 folder of your Windows 2000 system.

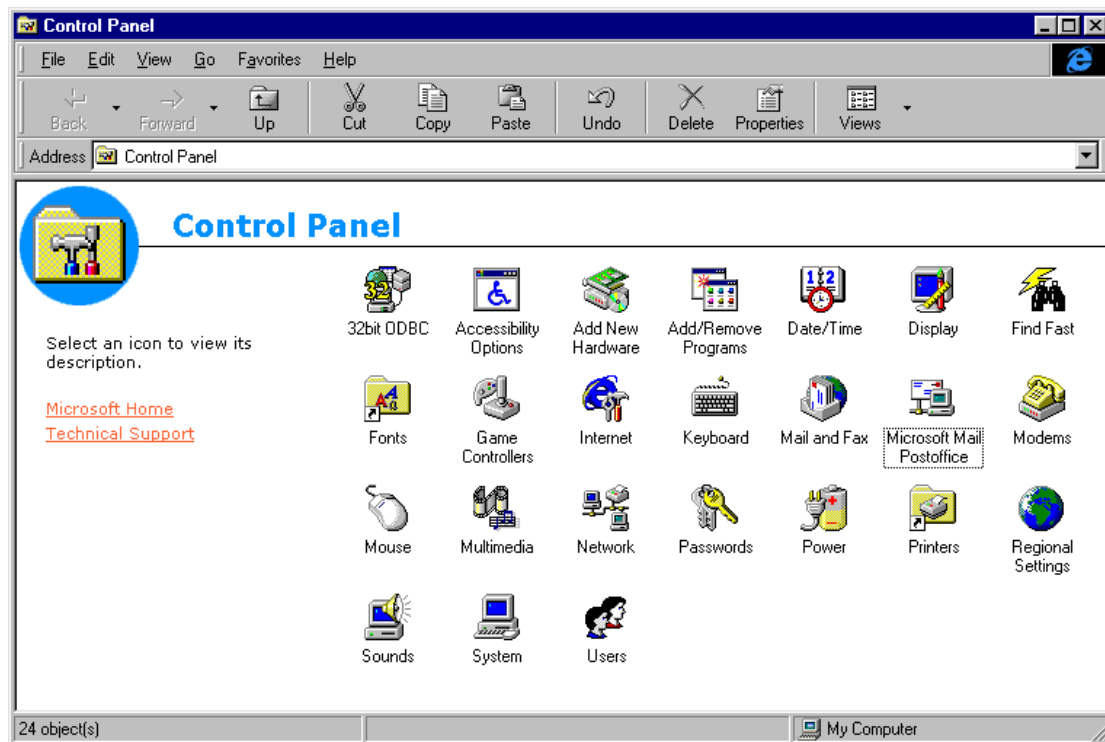
Then you need to open a Command-Prompt window and switch to the SYSTEM32 folder. Now you have to type “CD WINNT\SYSTEM32” and expand the files copied from the NT4 CD-ROM by typing:

```
expand wgpoadmн.dl_ wgpoadmн.dll  
expand wgpocpl.cp_ wgpocpl.cpl
```

You will now see the icon for “Microsoft Mail Postoffice” within the Windows 2000 Control Panel window. From there you will be able to set up your Postoffice.

## Setting up your Post Office

First you must click on Start, Settings and Control Panel to open the window shown in figure 3. The version of Windows 95 I am using was version 1 installed with floppy disks and Internet Explorer 4 installed on top of that to create the internet look windows and desktop. However, if you are using it solely as an internal post office, you do not need anything else installed apart from Windows95 and Microsoft Exchange.

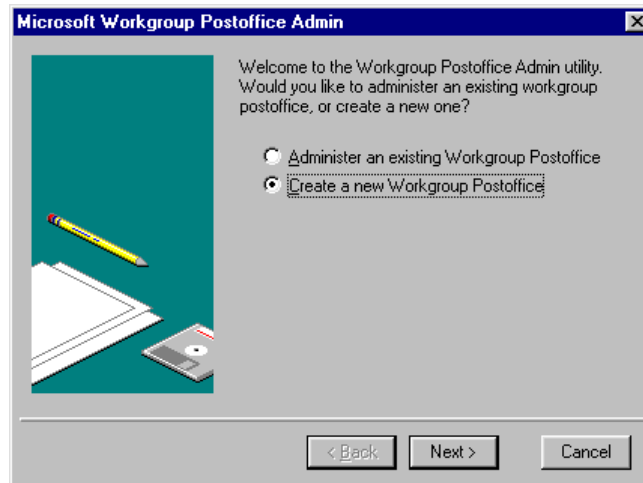


**Fig 3.** Microsoft Mail Postoffice icon in Control Panel

## Setting up your administrator account

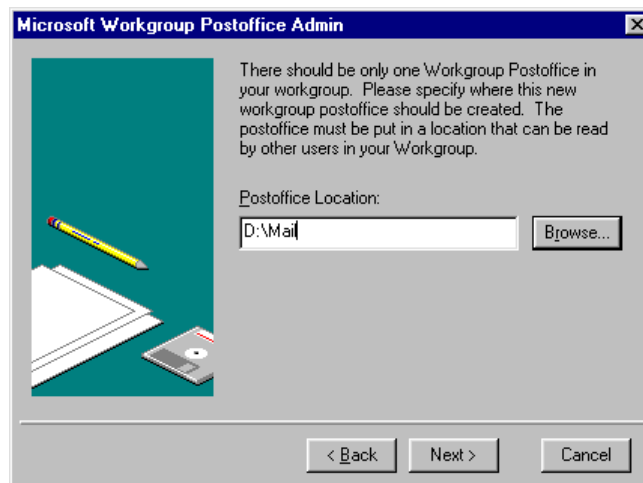
Before you start setting up your postoffice, you need to create an apt folder in which to keep it. I created a folder called "Mail" on drive D to store it. This will be needed when asked to browse for a suitable location.

When you open Microsoft Mail Postoffice, you will be faced with the task of completing a form wizard to assist you in setting it up. See figure 4.



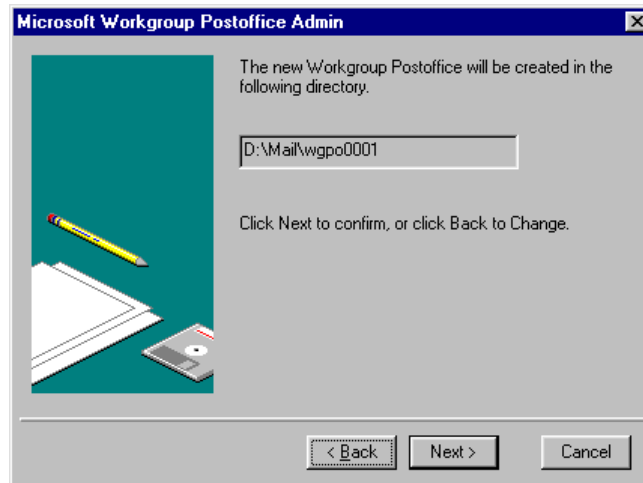
**Fig 4.** Create a new Workgroup Postoffice

When the above form wizard appears, you need to select the option of Creating a new Workgroup Postoffice so that it looks like the above picture. When you click on Next you will see the following dialogue box in Figure 5.



**Fig 5.** Postoffice Location

Initially, the Postoffice Location field is blank, you can either type the details in as above, (assuming you have another partition on your hard drive) or C:\Mail if you created a Mail folder on drive C. Alternatively, you can click browse and search for the applicable folder for your post office in an explorer style window. Click Next and you will see the form displayed in Figure 6.



**Fig 6. New Workgroup Postoffice Location**

The above window shows you the folder used for the post office. If this is the first Post Office you have created the folder name will be wgpo0000. When I set my initial folder up, the folder name was wgpo0000. Subsequent post offices set up for other workgroups will appear as wgpo0001, wgpo0002 and wgpo0003.

Click Next and the following dialogue box will appear as shown in Figure 7.

**Fig 7. Administrator Account Details**

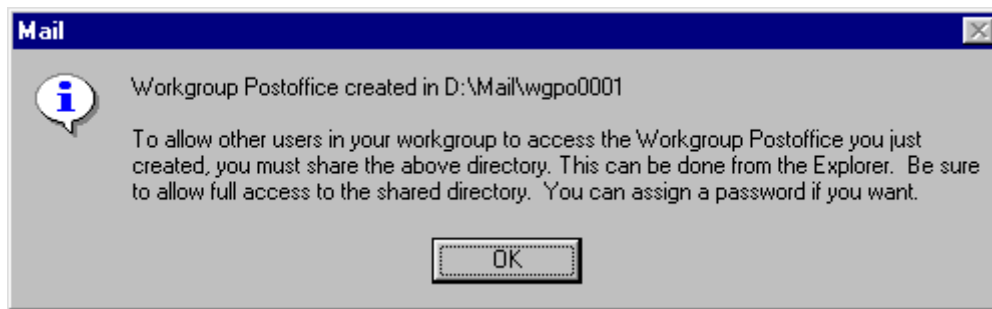
You need to type your name in the Name field. The Mailbox is completed automatically and is based the Registered User of the computer that appears when you right click the “My Computer” icon on the desktop and click Properties to see the General tab.

PASSWORD is the default password that the wizard fills in for you, it can be changed for something which you find easy to remember.

If necessary you can complete the other details in the next fields, this will provide information of your phone number, the office you are in and the department the office is in.

In the notes section you could type something like “This user is the network administrator.”

When you have completed filling the fields in Figure 7 the information window in Figure 8 will be displayed.

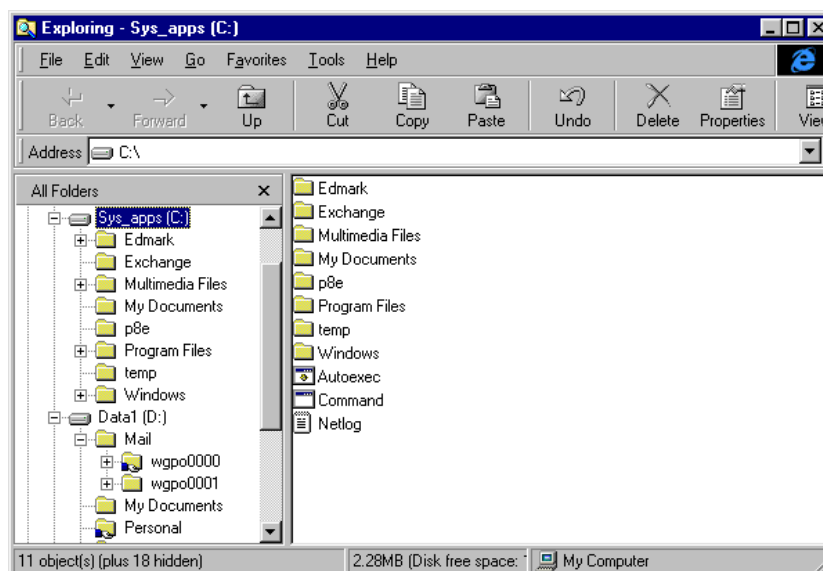


**Fig 8.** Workgroup Postoffice information

When you click OK the above form disappears indicating the task has been successful.

## Sharing your Post Office

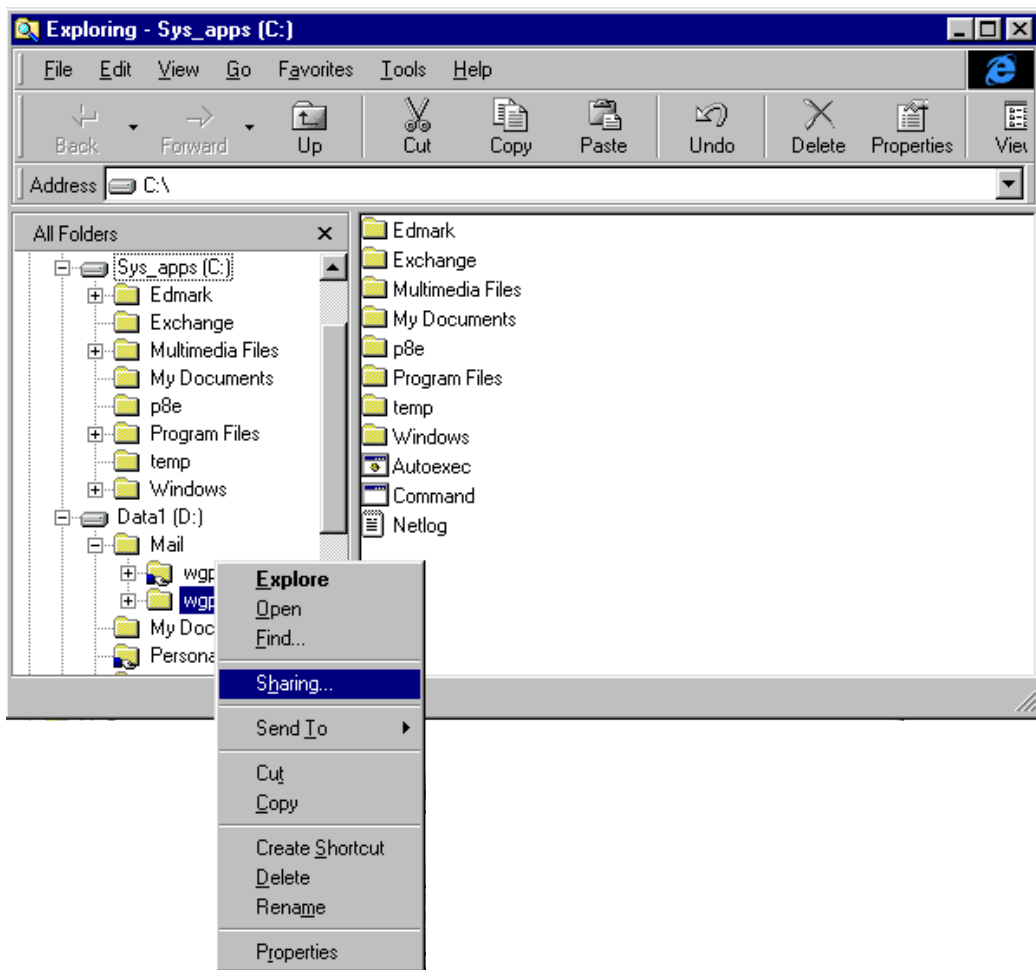
Now that you have created the folder that contains the Post Office, you must share it. You can do this from Windows Explorer by clicking on Start, Programs and Windows Explorer. See Figure 9.



**Fig 9.** Windows Explorer Showing Location of Workgroup Postoffice

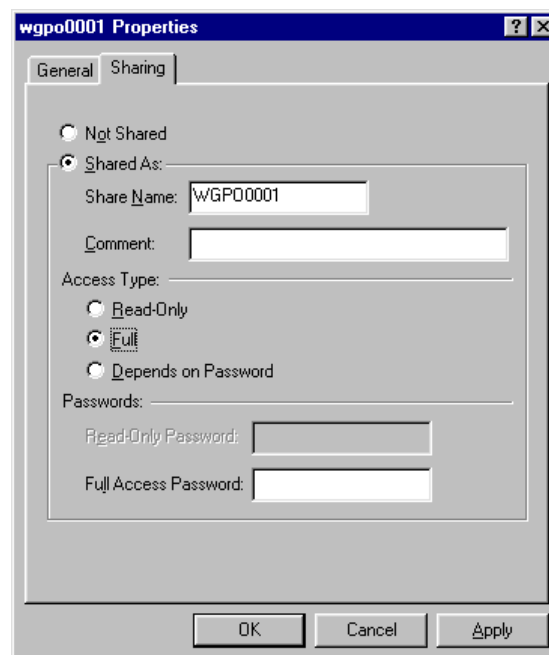
You will notice from Figure 9 that wgpo0000 displays a hand holding the folder, this indicates that the folder is shared. However, wgpo0001 below is not shared as yet. This needs to be done now.

When you right click on wgpo0001 you will see the following options shown in Figure 10.



**Fig 10.** Explorer Window showing right click result on wgp0001

You need to click on Sharing... to display the following in Figure 11.



**Fig 11.** Properties Dialogue Box



When the Properties Dialogue box in Figure 11 first appears, it must be noted that until you choose Shared As and Full, all fields remain greyed out. However when Shared As is selected the default Share Name is WGPO0001 or WGPO0000 if this is the first Post Office you are creating. This share name can be named anything you like, for instance, I named mine E\_Mail1 when I created the first one, therefore, for the purposes of this booklet, I shall call it E\_Mail2.

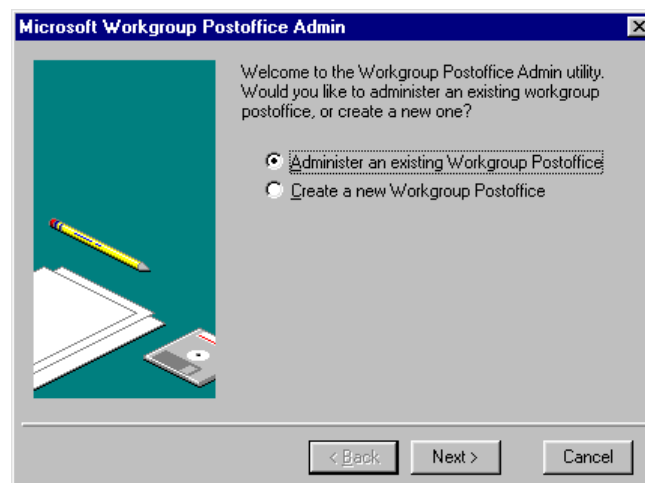
Passwords are optional and must only be used where necessary.

After it has been named, i.e. E\_Mail2, the apply button pressed and closed, a hand appears under the wgpo0001 folder indicating that the folder is now shared.

## Adding Names to the Post Office Address List

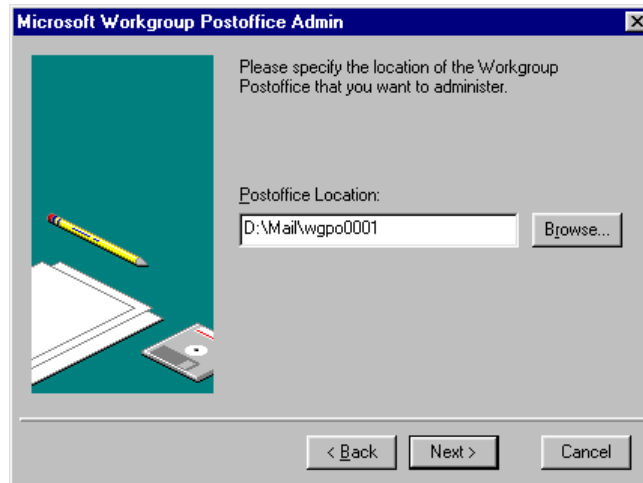
Now you have set the Post Office up, there is only one name in the address list. That is your name.

You will now have to go back into the Control Panel, open Microsoft Mail Postoffice and Administer an existing Workgroup Postoffice. See Figure 12.



**Fig 12.** Administer an existing Workgroup Postoffice

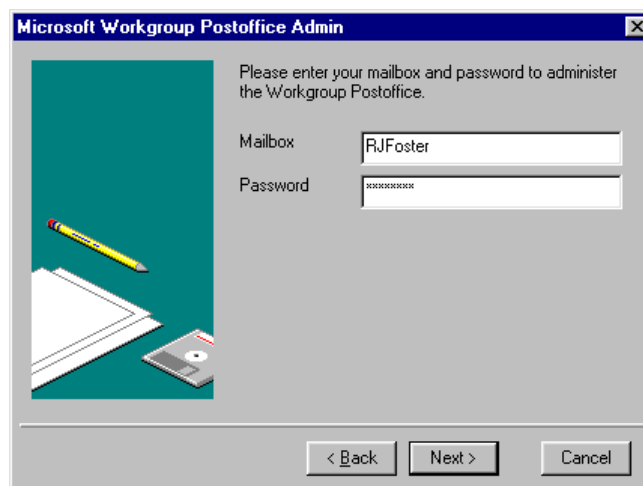
When you click next the dialogue box in Figure 13 will have the location path to the latest Post Office you created.



**Fig 13. File Path to the Workgroup Postoffice**

If the path to your Post Office is not displayed you will have to click the browse button to find it, or if you know where it is you can type the details into the Postoffice Location field.

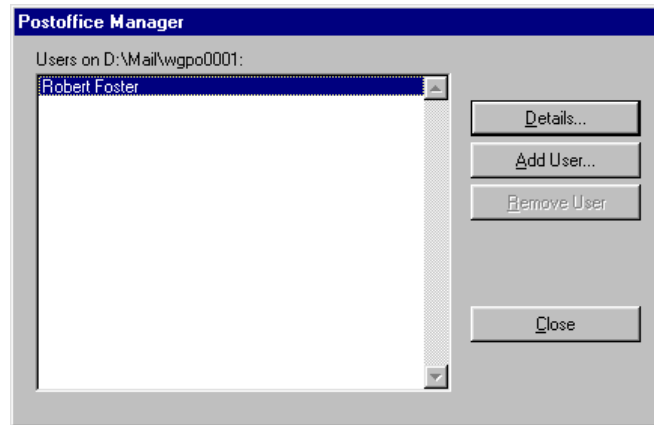
Once you have determined the correct path to your Post Office, you can now click next. This will bring up the following dialogue box in Figure 14.



**Fig 14. Entering Mailbox Password**

When the above form is displayed, the Password field is blank. As you may recall, when you first set up your Administrators Account (see figure 7) the default password was PASSWORD. If this was not changed, you can enter it in either uppercase or lowercase characters. It is not case sensitive. You may also notice from the above figure that the password is now starred out. This is to protect the changed password from being seen by others who have no right to use it within your small business or home environment.

Once you have entered it, you can now click next to proceed to the following stage where a form will appear called Postoffice Manager. See Figure 15.



**Fig 15. Postoffice Manager**

You will note that the first user on the list is yourself. You now have the ability to add new users to the Postoffice address list also you can review your own details by clicking on the Details... button. Figure 16 shows you the form that is displayed when you click Details...

**Note:**

It is the Mailbox field that identifies where mail is delivered. Each Mailbox has to be unique i.e. no duplicates.

**Fig 16. Details of user in Postoffice Manager**

You will notice that the above form has the option of typing in the Notes field. You can input anything pertinent to the user here. In this case it is yourself, and as you are the Network Administrator, the Post Office does not allow this user to be removed. However, you can add other users and remove them at will.

When you have made any necessary amendments to the user details, you can click OK and you will return to the form shown in Figure 15.

You can now click on Add user

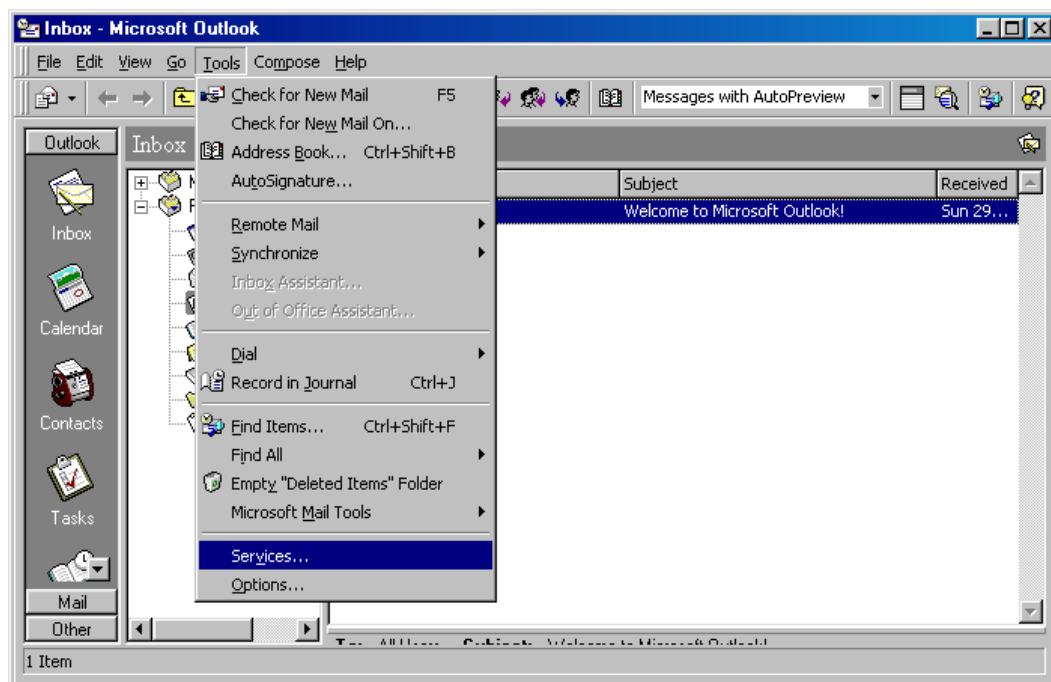
**Fig 17. Add User dialogue box**

With this dialogue box you can add each user who is on the network. When the users have been set up on the system, you can remove any who leave the firm or house.

If one of the users forgets their password, you can highlight the user concerned, and retype the password. When this has been done, you inform the user of the new password and they can use that to log on to the e-mail system.

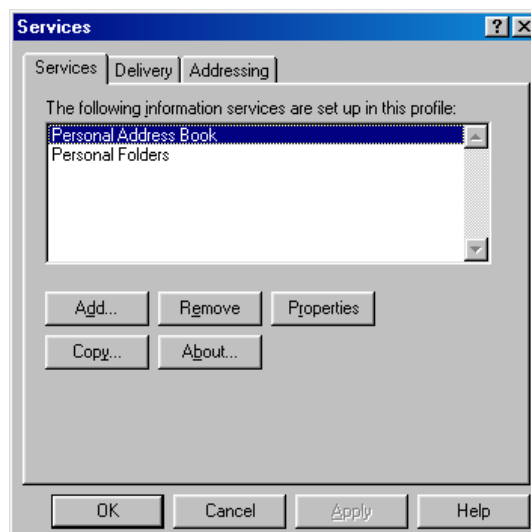
## Using Outlook for your internal e-mails

When you open Outlook you need to add the Microsoft Mail service. To do this you need to click on Tools then click on Services. See Figure 18.



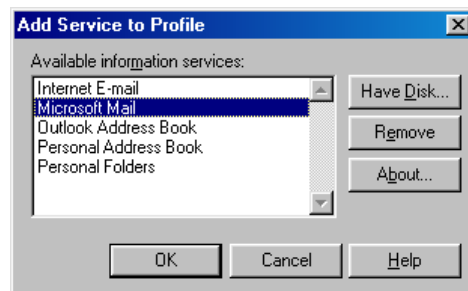
**Fig 18.** Selecting the Services function.

When this has been done, you open a box like this.



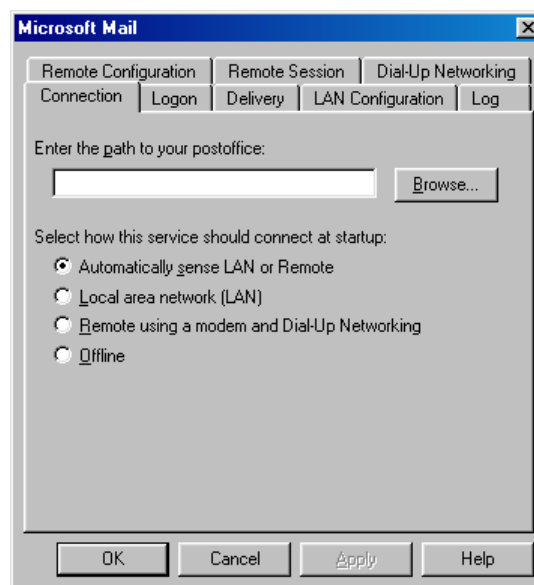
**Fig 19.** Services Box

Now the Services Box is open, you can now click on Add... this will give you a list of Services you can add as in Figure 20.



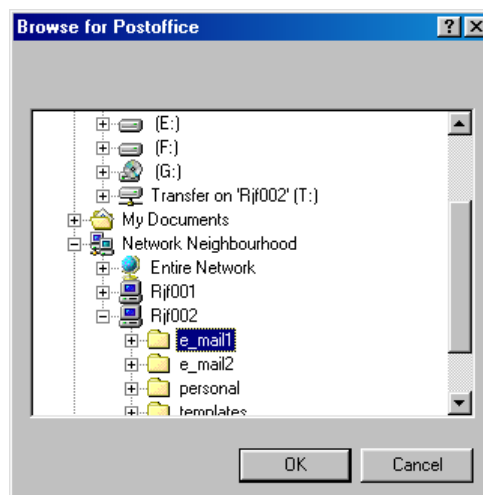
**Fig 20.** Add Service

What you need to do now is click OK and you will be presented with the following dialogue box.



**Fig 21.** Enter Path to your Postoffice

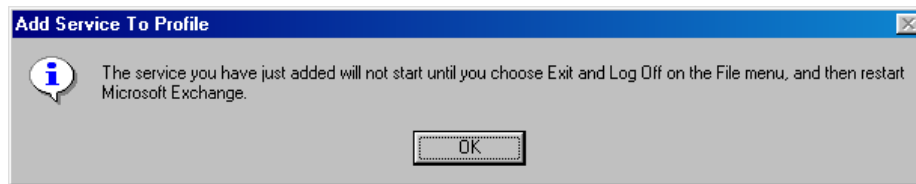
You now have to browse on the computer that had the Postoffice set up on it. You can type it in if you know the path or browse to go through an explorer type of display.



**Fig 22.** Selecting Postoffice in Browse

When you click on OK you will revert to Fig 21 except that the path to the postoffice will be displayed as \\RJF002\e\_mail1 (e\_mail1 is a postoffice I created earlier).

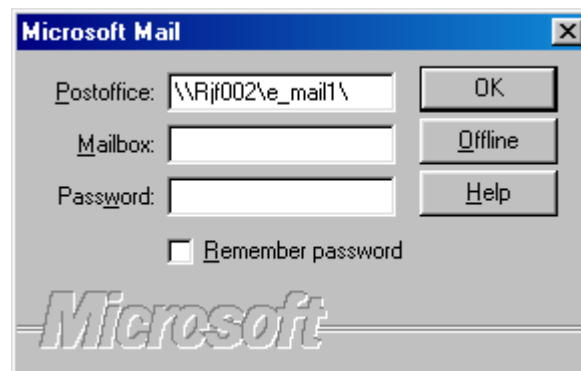
When you click on the OK box in Fig 21 you will see a message like this in Fig 23.



**Fig 23.** Message box displayed after clicking OK in Fig 21.

This means you have to exit and log off Outlook then reopen it.

When you reopen Outlook you will be presented with the following box.



**Fig 24.** Entering Mailbox and Password

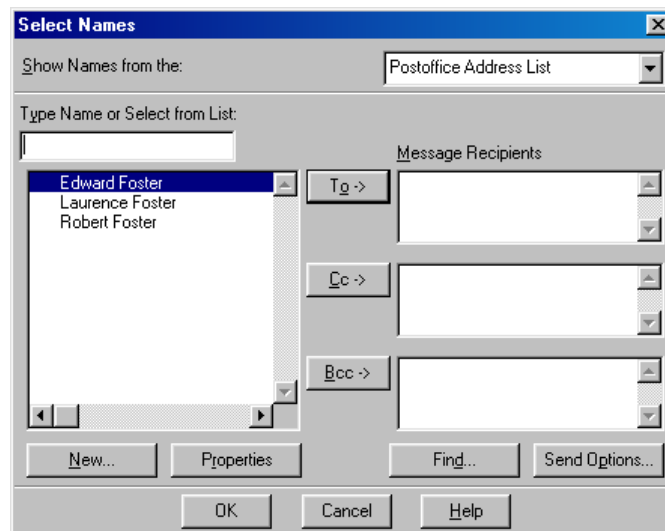
In the mailbox RJF001 needs to be added, as this is the Mailbox I set up with Microsoft Exchange and the password is PASSWORD owing to its being used in a trusted home environment. If used in business the password may be altered later. If I had connected to e\_mail2, the mailbox would have been RJFoster.

To help those who forget the password the Remember password box can be ticked. This means that every time Outlook starts the Password details will be entered and Outlook will be able to send and receive internal e-mails over the Local Area Network.

If you click on New Mail Message and click To: you should see the box in figure 24.

**Note:**

If Fig. 20 does not contain Microsoft Mail in the Service List, you will have to run setup in Outlook98. You will see Outlook 98 Active Setup titled Maintenance Wizard. Click on Add New Components. Next click on Install from CD and a dialogue box tells you this program can determine what components are installed, click yes. You can now scroll down the list to Microsoft Mail 3.x Support and if this is not already installed tick the box to the left by clicking in it. Now press Next on the bottom right corner. Click Install Now, and after a short time, Installation will be complete. Click on OK and wait until confirmed Installation has been successful. Close the Internet Explorer page.



**Fig 25. Postoffice Address List**

This list shows the names I have added within the home environment. It lists my dad, my brother and myself.

Please note each user has to connect to Microsoft Mail in the same way (Using Outlook for your internal e-mails) so as to get the benefit of receiving internal e-mails.

If I had connected to e\_mail2 which I set up for the purpose of this book, my name would have been the only name in the Postoffice Address List.

From now on you will be able to send internal e-mails to individuals and as long as they turn their computer on (along with the one containing the Postoffice), they will receive what you have sent in complete confidentiality.

## **Administrator Password Loss**

If the Administrator forgets the password, there is no way that the password can be changed in the Postoffice. The old folders have to be deleted and a new Postoffice set up.

## **Outlook PST and PAB files**

PST = Personal Storage

PAB = Personal Address Book

Outlook automatically retains data for Inbox, Calendar, etc. in a file ending with .pst. This means you can have a file called Personal.pst for keeping the Outlook information in. Also you can import \*.pst files from Windows\Outlook.pst to MyDocuments\Personal.pst.

PAB files are similar to Windows Address Book and you can import Windows Addresses into your PAB.

## **NetBios**

Windows automatically includes netbios.dll and vnetbios.vxd thus enabling immediate notification of mail received in Outlook97.

